



Notification to all Candidates: Employees at this location are required to pay for their own parking

Opening Date:	August 1, 2013	Closing Date:	August 15, 2013
Job Title:	District Court Clerk I/II - Civil	Position Type:	Regular Full Time
PIN:	060099	FLSA Status:	Non-Exempt
Location:	District 8, Baltimore County Essex, Maryland	Grade/ Entry Salary:	Level I - J05 \$27,576 - \$32,636 Level II - J06 \$29,278 - \$34,691
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves specialized clerical work involving Civil court proceedings. Reviews and processes various complex civil filings such as counter, cross & third party claims, motions, writs of replevin, intervenor & interpleader actions, defenses, etc. Enters all filings into the District Court's civil data system; sets hearing & trial dates; prepares and issues writs of summons and subpoenas, etc. Greets and assists the public in person or on the telephone regarding proper completion of court forms & provides information regarding court policies & procedures. Enters & records Civil dispositions, court ruling and orders, service returns, interest workshops, notice of dismissals into the DC data entry system and notifies all parties, makes copies and files accordingly. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Ability to learn and utilize basic legal terminology, standard legal forms and documents used in the Maryland District Courts. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person, in writing and on the telephone. Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer and enter data accurately. Ability to maintain and use detailed alpha and numeric filing systems. Ability to open, process and distribute mail. Knowledge of basic English grammar. Ability to learn and apply specific court related software applications. Ability to exercise tact and understanding in stressful situations. Ability to multi-task and prioritize. Strong organizational skills. Ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.